

POSITION DESCRIPTION

FINANCE REPORTING OFFICER

BRANCH/UNIT	Financial Planning and Analysis		
TEAM	Regulatory, Compliance and Specialist Reporting		
LOCATION	Ultimo		
CLASSIFICATION/GRADE/BAND	TWL4		
POSITION NO.	TBA		
ANZSCO CODE	221111	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Finance Reporting Officer provides data analytics across a broad range of financial, educational and other non-financial KPIs to support the regulatory, compliance and specialist reporting requirements of the region.

3. KEY ACCOUNTABILITIES

1. Support the regions regulatory, compliance and specialist reporting requirements.
2. Analyse quantitative and qualitative data for regular submissions to relevant bodies such as State Training Services and other government portals for submission and approval.
3. Coordinate data collections, data extraction and data analysis.
4. Review exceptions identified, monitor progress and trends on Exception Reports and investigate whether exceptions have a valid reason, or alternatively, represent data issues that must be remediated and escalate.
5. Collect, collate and prepare data for Regions and/or business units' ad hoc reporting.
6. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
7. Place the customer at the centre of all decision making.
8. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

- Consistently providing high quality timely data extraction and analysis to varied stakeholders.
- Maintaining up to date knowledge of evolving TAFE NSW requirements and regulatory requirements to ensure integrity as an accountable NSW Vocational Education and Training provider.
- Engaging in collaborative relationships with stakeholders for data collection requests and delivering where timeframes are tight.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Senior Manager-Regulatory, Compliance and Specialist Reporting	<ul style="list-style-type: none"> • Receive leadership, direction and support.
Financial Planning and Analysis and Financial Control and Treasury Branch	<ul style="list-style-type: none"> • Work closely with the team , use tools and specialist assistance from FPA and FCT team, utilise standard internal performance and month end reports prepared by Finance and be the connection between the business and the rest of Finance.
TAFE NSW Staff	<ul style="list-style-type: none"> • Respond to enquiries / seek issue resolution in a timely and helpful manner, and engage in data collection processes with staff.

External

State, Commonwealth and Industry data collection bodies	<ul style="list-style-type: none"> Data input and collection purposes, TAFE performance, research and input into benchmarking and performance reviews.
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6. POSITION DIMENSIONS

Reporting Line: Senior Manager, Regulatory, Compliance and Specialist Reporting

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: Nil

Budget/Expenditure: TBA

Decision Making:

- Makes decisions that may have a minor impact externally within defined parameters and based on sound subject matter knowledge and professional judgment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

- Certificate IV in relevant discipline or equivalent skills knowledge and experience.
- High level computer skills, with an ability to extract and analysis and interpret data and generate reports and graphs.
- Ability to address and meet focus capabilities as stated in the Position Description.





8. CAPABILITIES**NSW Public Sector Capability Framework**

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
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 Personal Attributes	Display Resilience & Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan And Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Intermediate
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

FOCUS CAPABILITIES

The focus capabilities for the Finance Reporting Officer are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations. Show commitment to achieving work goals. Show awareness of own strengths and areas for growth and develop and apply new skills. Seek feedback from colleagues and stakeholders. Maintain own motivation when tasks become difficult.
Relationships		
Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> Support a culture of quality customer service in the organisation. Demonstrate a thorough knowledge of the services provided and relay to customers. Identify and respond quickly to customer needs. Consider customer service requirements and develop solutions to meet needs. Resolve complex customer issues and needs. Co-operate across work areas to improve outcomes for customers.
Relationships		<ul style="list-style-type: none"> Build a supportive and co-operative team environment. Share information and learning across teams.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Acknowledge outcomes which were achieved by effective collaboration. • Engage other teams/units to share information and solve issues and problems jointly. • Support others in challenging situations.
Results		
Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards. • Take the initiative to progress and deliver own and team/unit work. • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals. • Seek and apply specialist advice when required.
Business Enablers		
Finance	Intermediate	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending. • Take account of financial and budget implications, including value for money in planning decisions. • Present basic financial information to a target audience in an appropriate format. • Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them. • Display an awareness of financial risk and exposure and solutions to address these.